

APPENDIX Q

MARSHALLING AREA

A. MARSHALLING PROCESS

Marshalling is the process by which units move to a temporary area near the Port of Embarkation (POE) and complete preparations for aircraft and/or ship loading. The marshalling area is the area from which the movement operation is initiated and includes the temporary area and support facilities.

B. PLANNING

Staff planning in this phase provides for the relief of deploying forces from all possible support functions to permit concentration on preparations for the movement. Support agencies designated by the unified command should provide the bulk of the administrative assistance including transportation, communications, and housekeeping details. Also, when required, support agencies provide local security personnel for supplementing host installation security of the departure POE. The support installation should prepare detailed marshalling plans with instructions for providing facilities and services, conducting briefings, and for moving units to the site.

C. SELECTION OF MARSHALLING AREAS

The selection of marshalling areas is based on the POE locations and the movement plan. Marshalling areas should be as close to the POE as feasible. However, they should be far enough away to avoid concentration of forces and congestion at the POE.

D. PREPARATION

Units should maximize preparation before arriving at the marshalling area, which will be used for final preparations. Using a marshalling area allows rapid clearing of the POE and makes aircraft/vessel loading space available for its primary purpose.

E. RESPONSIBILITIES WITHIN THE MARSHALLING AREA

1. The support installation/host activity will:
 - a. Designate and control the marshalling area.
 - b. Provide necessary support functions to allow the deploying unit to concentrate on deployment preparations.
 - c. Provide emergency maintenance, petroleum, oil, and lubricants (including defueling capability), and related services.

2. The deploying unit will:
 - a. Conduct final preparations for loading.
 - b. Assemble vehicles, equipment, supplies, and personnel into mission loads/chalks or in convoy order, for movement to the POE.
 - c. Prepare personnel and cargo manifests.
 - d. Prepare any additional required paperwork, e.g., hazardous certification, agricultural certification.
 - e. Appoint and brief planeload or troop commanders for departure from the POE.
 - f. Ensure adequate shoring and dunnage material for aircraft loading is readily available.
 - g. Provide personal safety equipment to load team members.
 - h. Brief personnel on the situation and mission, movement plan, assembly plan, operational plan, convoy discipline, loading procedures, safety, and assembly procedures.
 - i. Provide liaison with activities agreed to during the joint planning conference.
3. The Departure Airfield Control Group (Aerial Port of Embarkation (APOE) only) will:
 - a. Arrange for technical assistance.
 - b. Provide liaison with the deploying unit and mobility force.
4. The mobility force (APOE) will:
 - a. Provide technical assistance.
 - b. Provide aircraft scheduled departure times.

Note: Above applies to all Services except manifesting procedures for Army at seaports where personnel accompanying cargo and supercargo personnel will be manifested by the terminal operating unit or by the deploying unit Service deployment systems.